

G R A D U A T I O N O F F I C E

6201 Winnetka Avenue PMB-319, Woodland Hills CA 91371 / 818.710.4164 [www.piercecollege.edu](http://www.piercecollege.edu/)

# G R A D U A T I O N & C E R T I F I C A T E O F A C H I E V E M E N T

**P l e a s e r e a d a n d k e e p f o r f u t u r e r e f e r e n c e**

1. **Filing Deadline:**

**Spring 2018 Graduates:** January 2, 2018 thru ***April 15, 2018***

1. Answer all questions on the petition.

# For Associate degrees:

* + - Step 1. Select the General Education plan
    - Step 2. Print the name of the Associate Degree(s) that you are requesting (Note: this may not necessarily be your transfer major). Please refer to the College Catalog for the list of available degrees.

# For the Certificate of Achievements:

* + - List the title of the certificate(s) that you are applying for.

# Counselors Signature:

* + - All petitions submitted to the graduation office must be approved by a counselor. Please make an appointment to meet with a counselor at <http://www.piercecollege.edu/offices/counseling_center/>

# Non-Pierce College coursework:

* + If you will be using coursework toward a degree or certificate from outside of the LACCD, we require **official transcripts.** This also applies to any coursework taken within our District prior to Spring 1974, high school transcripts, Advanced Placement (AP) test, College-Level Examination Program (CLEP), or International Baccalaureate Exam (IB) scores. **Transcripts & external test scores must be sent from the issuing school or agency directly to Pierce College.**

1. ***E-Mail Notifications:*** ALL notifications and announcements regarding the evaluation of your graduation petition will be sent to your college assigned e-mail address**. It is your responsibility to check this e-mail account.**
2. **Fall 2017** diplomas and certificates may be picked up June 1, 2018

**Spring 2018** diplomas and certificates may be picked up November 1, 2018

1. You may access graduation ceremony information on the Pierce College website starting in April: <http://www.piercecollege.edu/STUDENTS/GRADUATION/>

Congratulations on your achievement!

We wish you continued success in your future educational endeavors.



Graduation Office



**OFFICE USE ONLY**

SIS: DOD:

ACC:

Fall 20 Spring 20

A S S O C I A T E D E G R E E / C E R T I F I C A T E O F A C H I E V E M E N T P E T I T I O N

***PLEASE PRINT CLEARLY***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FIRST NAME** | | **MI** | **LAST NAME** | | **LACCD ID#** |
| **DATE OF BIRTH** | **PHONE NUMBER** | | | **STUDENT SIGNATURE** | |
| Print your name as you wish it to appear on your diploma (**FIRST** and **LAST** name must be the same as your college records) | | | | | |

* + Do you have any of the following (check all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| * U.S. Military service | * Police/Fire Department service |  | |
| * Course Substitutions | * External Exams: □ AP | * CLEP | * IB |

* + I give permission for my name to be printed in the Commencement booklet □ NO □ YES
  + **Additional colleges/universities attended**

**For Counselor Use Only:**

**STEP 1** – **For AA, AS and AD-T applicants ONLY**, please choose ONE of the following GE Plans:

* **Option 1 –** LACCD GE Plan □ **Option 2 –** CSU Breadth GE Plan
* **Option 3 –** IGETC GE Plan: UC / CSU / BOTH (Circle one ONLY)

***UC requirement only:* Area 6:** LOTE was met at:

**STEP 2 -** Please indicate the type and title of the award the student is applying for:

AA/AS/AD-T

1.

2.

3.

Certificates Only:

Counselor Notes:

1.

2.

3.

4.

5.

**Counselor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Counselors Name:**

Signature indicates student records have been evaluated and student is approved to submit their petition to the Graduation Office for final review.

**Disclaimer:** The Graduation Office has the final and official authorization to grant Associate Degrees and Certificates of Achievement.